



2020 ServeMontana Symposium

Request for Session Proposals - tips

Please submit your session proposals online here to <http://serve.mt.gov/ServeMT/serve-montana-symposium>.

Note that once you start entering your submission online, you will be able to edit your responses before the final submission. But it's recommended that you complete your answers in another document before submitting through the online form. You can submit more than one proposal.

The priority deadline for submitting your proposal is 5:00PM on January 10, 2020. The final deadline is January 17, 2020. OCS will notify you about the status of your proposal by Feb 7, 2020. If you have any questions about the ServeMontana Symposium or this Request for Proposals, please contact serve@mt.gov or 406-444-1360.

Information to prepare prior to submission:

Presenter Information

- ✓ Presenter(s) contact information, you will be able to enter up to five presenters.
- ✓ A brief bio for each presenter, please limit your biographical information to 650 words or less. This will be used in conference materials.

Session Information

- ✓ Proposed session title – The theme for this year's Symposium is "**Service in Montana: Your Path to the Greater Good,**" so be creative when coming up with presentation topics and titles.
- ✓ Brief Session Description, please provide a brief description in 500 or less for program booklet
- ✓ Three learning objectives
- ✓ Full session description. Please provide a concise, clear understanding of the topic you will present, why you believe this is relevant for national service members.
- ✓ Type of Presentation
 - Presentation with Power Point or Visuals
 - Lecture with no visuals
 - Group discussion or roundtable
 - Panel
 - Activity or demonstration
 - Other _____
- ✓ Have you presented this session or topic before?

Presentation proposal review considerations:

- ✓ In what way is the topic relevant to service and volunteerism?
- ✓ What makes the topic/session interesting to attendees?
- ✓ Is the topic's focus clear and well-defined so that expectations of attendees are met?
- ✓ Will attendees feel that they learned valid, reliable information that they can use right away?
- ✓ How will the presenter(s) make the session engaging and interactive?
- ✓ What references have the presenter(s) provided indicating that they are knowledgeable and engaging speakers?
- ✓ What handouts, materials, and resources will be provided to enhance the session?
- ✓ What is the presenter's philosophy about adult learning styles, and how do they incorporate this philosophy in the presentations(s)?